

ENGINEERING PLAN CHECK

Private Commercial Development (to include Office Buildings, Warehouses, Industrial and Multi-family)

SUBMITTAL CHECKLIST

**PLANS MAY BE REJECTED
IF THE FOLLOWING REQUIRED ITEMS (**) ARE NOT INCLUDED WITH
SUBMITTAL**

- **☐ Completed Project Submittal Form (including owner information)**

- **☐ Two (2) complete sets of 24" x 36" civil plans (maximum scale 1"=30') to include:**
 - ☐ Water plan sheet(s)
 - ☐ Sewer plan sheet(s)
 - ☐ Onsite grading and drainage plan sheet(s)
 - ☐ Underground Fireline plan sheet(s)/two (2) additional to Fire
 - ☐ Street/paving plan sheet(s) (including storm drains)
 - ☐ Street lighting plan sheet(s) (when not included with paving plans)

- ☐ Current title report or warrantee deed (dated within last three months), easement legal descriptions and exhibits if new easement being created or dedications required

- ☐ Sewer Category Code Form (if new development)

- ☐ Copy of Notice of Intent (if development is over 5 acres) and copy of Certified mail receipt

- ☐ Drainage Report if applicable

- ☐ Copies of all existing easements, cross access/drainage agreements